Assigning a Local Bar-Code Printer in FileTrail
Quick Reference Guide

Introduction

This document provides the steps necessary for a FileTrail user to assign a default local bar-code printer in FileTrail.

Steps

Obtain the Local Printer Name

1. Click **start** on the Windows taskbar (Figure 1).

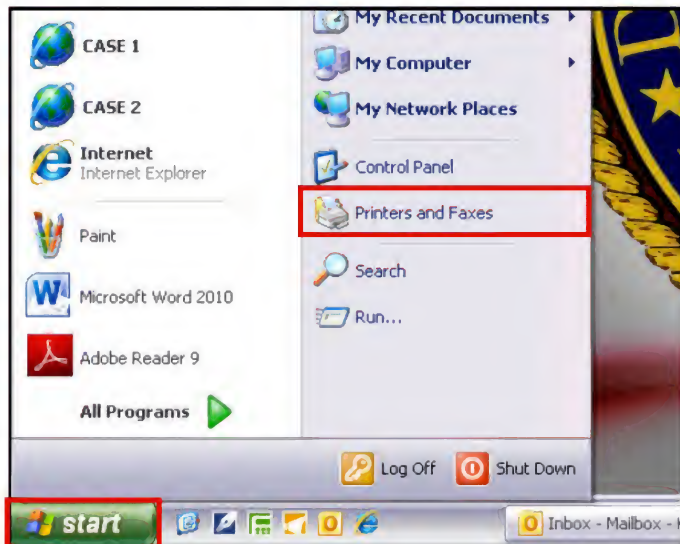2. Select the **Printers and Faxes** option to open it.

Figure 1

3. Locate the bar-code printer name, such as Zebra Printer, in the list (Figure 2). Leave the window open.

Figure 2

Open Barcode Search

4. Log in to CASE.

5. Select the **OTHER PROGRAMS** module.

6. Launch **Barcode Search** (Figure 3).

Figure 3

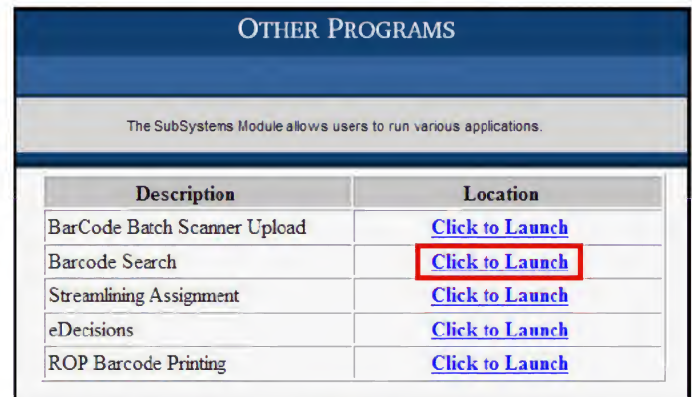### Open FileTrail Preferences

7. The Barcode Search window opens. Search for a valid A-Number, Alien name or scan a bar code to access the Barcode Search Results window.

8. Click the **FileTrail Preferences** icon on the Barcode Search Results ribbon to open the Preferences window. (Figure 4).

Figure 4

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Set the Default Printer

9. In the Preferences window, Defaults tab, locate the default printer settings in the **Labels** section (Figure 5).
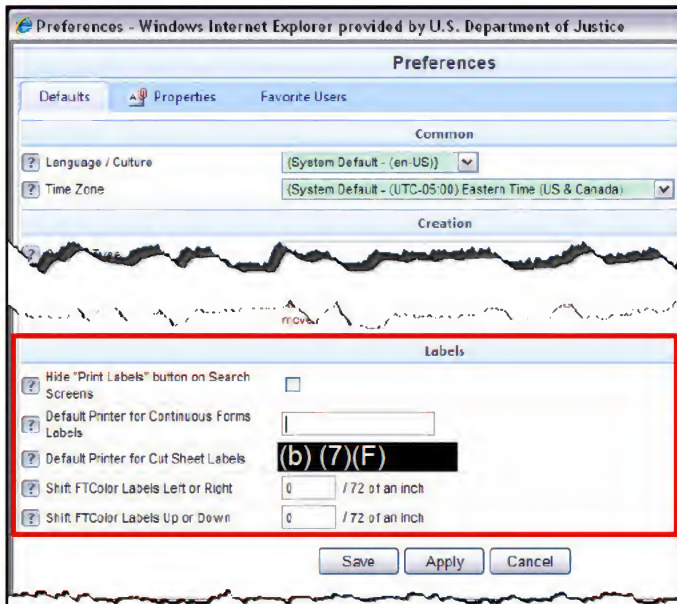

Figure 5

10. Enter the bar-code printer name in the field titled **Default Printer for Continuous Forms Labels** (Figure 6).
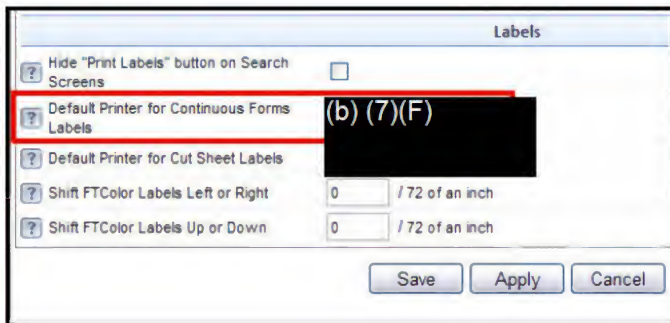

Figure 6

11. Click **Save**. The FileTrail Preferences window automatically closes and the Barcode Search Results window is visible again.

Print a Test Bar-Code

12. Ensure the printer is on line and ready to print. In the Printers and Faxes window, verify the status for the printer is **Ready**.

13. On the Barcode Search Results window, select a record to print.

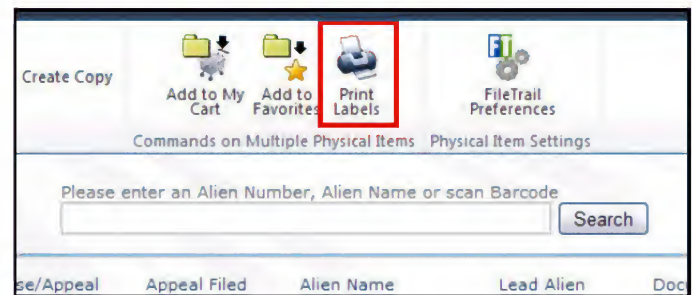14. Click the **Print Labels** icon on the Barcode Search Results ribbon. (Figure 7).

Figure 7

Note: If the label does not print, verify the name entered in step 10 is the same as the name located in step 3, and test again. If the label fails to print again, contact the EOIR Help Desk.

15. Log out of CASE and close all windows.